

DDA 81-0850

24 APR 81

MEMORANDUM FOR: Director of Personnel Policy, Planning, and Management

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Position Descriptions for the Information Handling Systems Architect Staff

1. Attached for your review are position descriptions for the Information Handling Systems Architect (IHSA) Staff. Upon completion of your review, these descriptions should be added to the IHSA position description, already approved as an SIS-3, and placed on the Office of the DDA staffing complement. Pending the allocation of ceiling, these positions should appear as "non-count".

2. The position description for the Deputy, IHSA contains duties which are unique to this position, however, the Deputy will also serve as one of the Staff's technical experts (Systems Software, Systems Development, or Communications). Therefore, although there are five descriptions attached, only four of these will appear on the staffing complement.

3. Since the IHSA Staff has Agency and Community-wide responsibility, I believe Senior Intelligence Service ceiling for the Deputy, IHSA position should be allocated from the DCI reserve. As you will recall, this course was followed for the IHSA position.

4. Position descriptions for the two remaining members of the IHSA Staff, a programmer and a secretary-steno, will be forwarded in the near future.

7s/ William M. Hart

Max Hugel

Attachments:
As Stated

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